



TIDBITS FOR THE WEEK ENDING JANUARY 29, 2021

BUILDING

- 15 Building inspections.
- 7 Permits issued.
- 1 Demolition/New single family residence permit issued.
- Short term rental inspections will resume next week.

POLICE

- Worked on updating our policy manual due to Ballot Measure 110 (decriminalization of drugs)

CITY MANAGER

- Began preparations for the upcoming budget.
- Attended the quarterly North Coast Tourism Management Network zoom meeting.
- Fielded inquiries regarding the City Manager recruitment.
- Reviewed the police services agreements for OSP, Nehalem and Wheeler. All three are due for renewal this year.
- There will be a beach spring clean-up on April 17th. They need clean up captains for Nehalem Bay State Park. If you are interested in volunteering please contact Jon Schmidt at jon@solveoregon.org.

BUILDING

- Public Works is running on short staffed. So, projects have been lite this week.
- Application period for our vacant FT Utility Worker position closes on February 1st.
- Department has reviewed and issued 2 right-of-way permits.
- Department has completed 5 utility locate requests.
- 1 New water services installs have been completed.
- Filled in Potholes on 5th St S near News and Espresso.
- Staff Replaced the digital door lock at the Visitor Center due to salt air.
- Staff changed out hand dryer at the Visitor Center.
- Staff installed 2 dehumidifiers at the water treatment plant.
- Staff moved mask required signs around to help support the message for those coming off the beach.
- Completed and submitted the “right to know” to the Oregon State Fire Marshall office.
- Completed and submitted the Road report for HB2017 which requires reporting roads that are federal funded.
- Completed and submitted the Oregon Department of Transportation “Oregon Mileage Report”. This report is used to determine the funding we receive from the Oregon gas tax.
- Assisted with Manzanita Trail master plan group.

Administration

STR

- Continued work related to updating the STR ordinance.
- Fielded multiple calls and emails concerning the short-term rental application process, the waiting list, and other STR topics.
- Continued processing 4th quarter transient lodging tax reports and payments.
- Worked on scheduling short term rental inspections.
- Fielded multiple calls and emails related to business licensing in Manzanita.
- Continued processing incoming business license renewal applications.

Court:

- Review Abeyance files
- Process court payments
- Answer defendant questions
- Archive Closed cases

Water:

- Process water payments
- Prepare deposits.
- Resolve Customer questions/concerns.

FINANCE:

- Completed multiple bank deposits
- Hosted STR meeting
- Cohosted COVID Special Council Meeting
- Completed 7 sets of Council Minutes
- Processed payroll
- Processed Bills for payment

ASSISTANT CITY MANAGER:

- Host COVID Workshop
- Council Packet & Postings
- Answered Planning emails and calls
- Budget preparation meeting
- BECAME A GRANDMOTHER